

## **February 25, 2016: Minutes of the Rockport Library Trustees**

**Attendees: Rob Audano, Holly Frithsen, Cindy Grove, Lana Razdan**

**Meeting Commenced: 3:35pm**

1. **Minutes of January 19, 2016 reviewed and approved**
2. **Finance and Administration** – Both the General Capital Plan and IT Capital Plan were not approved. Upon completion and approval of a Long Range Plan we will be looking into grants from the state to fund necessary items. Operating budget has been reduced and may affect current library services. Rob Audano will be filing the RPL foundation online with the state.
3. **Technology** –Balsam has started to install Deep Freeze. RPL is waiting for the antivirus order to be finalized by town hall. The Cryptovirus was detected on the staff PC; Balsam was able to correct it within a few hours.
4. **Policies and procedures** – The new emergency procedure was sent to the RPD to be reviewed before being approved. Once approved, the RPD will have a formal training for all staff. There will be training for staff in regards to the new Telescope and its lending policy. The Long Range Plan Committee is working on demographics and history, scheduling and conducting focus groups.
5. **Consortium and State updates** – The ILS (Integrated Library System) will have two day long demonstrations before changing to a new system. Flint Memorial Library in Middleton will be hosting a Legislative breakfast on March 11.
6. **Staff and schedule update** – Cindy Grove is currently looking at an appropriate time/day for monthly staff meetings.
7. **Library Programs** – The ongoing year round movies have been well received and will continue. Homebound patrons were given RPL flyers through Meals on Wheels. Cindy Grove spoke with Rockport Elementary teachers about library services at their staff meeting in February. Signs are up notifying patrons that the library will be cataloging the play collection in March. Anita Silvey will be a presenter in April with Cape Ann Reads. In honor of Poetry month, there will be a Spine Label Poetry contest in April.
8. **Facilities/Grounds** – An engineer has reviewed work on the new fire escapes; concrete repair and corrections will occur in the spring. ServePro has been emailed regarding a date for the last air conditioner to be cleaned. The vent cover for the roof is being replaced. DPW is aware that three leaks have been detected; a pipe in the furnace room, granite on the back of the building, and the sprinkler system. Recycling bins will be purchased for library offices and public areas.

**Next Meeting: Thursday, March 24, 2016 at 3:30pm**

**Meeting Adjourned: 5:45pm**